

Allamakee Co.

Teamsters #238 (Roads)

7/1/2006 6/30/2007

ALLAMAKEE CO. / TEAMSTERS #238 (ROADS) 06-07

AGREEMENT

BETWEEN

ALLAMAKEE COUNTY ROAD CREW

and

**CHAUFFEURS, TEAMSTERS AND HELPERS
LOCAL UNION NO. 238**

July 1, 2006 - June 30, 2007

2006 MAY 22 AM 9:30
ALLAMAKEE COUNTY
RELATIONS BOARD

2006 MAY 22

ALLAMAKEE COUNTY (HIGHWAY DEPARTMENT)
and
CHAUFFEURS, TEAMSTERS & HELPERS LOCAL UNION NO. 238

July 1, 2006 - June 30, 2007

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AGREEMENT
between
ALLAMAKEE COUNTY
(HIGHWAY DEPARTMENT)
and
CHAUFFEURS, TEAMSTERS & HELPERS
LOCAL UNION NO. 238

This Agreement is entered into by and between Allamakee County, Iowa (Highway Department) and Chauffeurs, Teamsters and Helpers Local Union No. 238. The County of Allamakee is hereinafter referred to as the "Public Employer" and Chauffeurs, Teamsters and Helpers Local Union No. 238, an affiliate of the International Brotherhood of Teamsters, is hereinafter referred to as the "Union".

ARTICLE 1
PURPOSE

Section 1.1

The purpose of this Agreement is to establish and maintain harmonious collective bargaining relations between the Public Employer and the Union and to provide for the peaceful adjustment of any differences which may arise between them respecting the application of the Articles of this Agreement.

Section 1.2

All employees hereby shall, in good faith, respect the provisions of this Agreement and cooperate with the Public Employer and the Union in the enforcement of the terms hereof.

ARTICLE 2
RECOGNITION

Section 2.1

The Public Employer agrees to recognize the Union as the exclusive and sole bargaining agent in all matters pertaining to the wages and hours and their conditions of employment for employees in the employment classifications of Maintenance Man I, II, III, Mechanic, Party Chief, Instrument Person, Computer Aided Drafting Technician (CAD), Crew Leader/Safety Leader, Road Side Technician, General Laborer and Sign Person.

ARTICLE 3
MANAGEMENT'S RIGHTS

Section 3.1

The Public Employer and its management, unless specifically modified by this Agreement shall have, in addition to all powers, duties and rights established by constitutional provision, statute, ordinance charter or special act, the exclusive power, duty and right to hire, suspend, discipline or discharge for just cause, direct the work, to assign work, to transfer, promote and demote, to increase or decrease the working force of public employees, take such action as may be necessary to carry out the mission of the Public Employer, initiate, prepare, certify and administer the County budget, and further the County shall exercise all powers and duties granted to it by law.

Section 3.2

Public employees, not in the bargaining unit, shall not perform work on any hourly rated job classification if the result would be to displace an employee in the bargaining unit. But this would not prevent such work:

- A. In the performance of necessary work when the work is temporary or emergencies are apparent and/or encountered, the bargaining unit employees are all already working or have been offered the work, and/or the work must be performed.
- B. In emergencies when regular employees are not and will not be immediately available.
- C. In the instruction and training of employees.
- D. In the testing of materials used by the Public Employer to perform its mission.

ARTICLE 4
REPRESENTATION

Section 4.1

The Public Employer shall recognize as stewards or committeepersons representing the Union while employed by the County only those employees who are officially designated in writing by the Union.

Section 4.2

A representative of the Union not in the employment of the County may be given permission, upon request to the County Engineer or his assistant, to visit working locations during working hours in order to investigate grievances and other Union matters relating to this Agreement.

Section 4.3

A written list of the names of the stewards or designated representatives of the Union employed by the County shall be furnished to the Public Employer by the Union immediately after their designation, and all changes in representation shall be given immediately to the Public Employer by the Union.

Section 4.4

The stewards, their alternates and employees have no authority to take strike action or any other action interfering with or interrupting the Public Employer's operation. The Public Employer recognizes these limitations upon the authority of stewards and their alternates and employees and shall not hold the Union liable for any unauthorized acts.

Section 4.5

The Public Employer and the Union shall equally share the wage costs of the steward for attending all negotiations, grievances and/or other Contract related matters. The Union shall pay the wage costs of any and all committee persons for attending negotiations, grievances and/or other Contract related matters.

ARTICLE 5
SAFETY AND HEALTH

Section 5.1

The Public Employer shall continue to make all reasonable provisions for the safety and health of its employees.

Section 5.2

Authorized protective equipment and other devices necessary to properly protect employees from injury and sickness shall be designated and provided by the Public Employer, and the use of such equipment and devices shall be mandatory.

Section 5.3

The employees shall recognize their responsibility to conduct themselves in a manner that promotes safety, employee cooperation, good morale and good public image.

Section 5.4

It is recognized that employees are expected to exercise reasonable judgment in the care and use of all equipment including, but not limited to, safety equipment and vehicles used by County employees in the performance of their jobs.

Section 5.5

The Public Employer shall provide wherever possible before this Agreement ends an individual locker large enough to hold a change of clothes for area shops containing two (2) or more employees.

Section 5.6

All County vehicles used in the regular program of scheduled maintenance work shall be equipped with one (1) emergency first aid kit and one (1) portable fire extinguisher. The operator of the vehicle is responsible for seeing that the County Engineer or his authorized representative is kept informed of needed first aid supplies.

Section 5.7

The Public Employer shall provide water and salt tablets at major job sites.

Section 5.8

Employees shall not be required to operate any equipment or vehicles deemed by the Public Employer's mechanic to not be in a safe operating condition. No disciplinary action shall be taken against any employee for refusal to operate equipment or vehicles that are thought to be mechanically unsafe.

Section 5.9

Employees operating any equipment or vehicles shall cause a report to be made on any defects or unsafe conditions that exist on any equipment or vehicles they operate. Such equipment maintenance report shall be filled out by the operator of the equipment or vehicle on the form provided by the Public Employer. Employees shall not be required to operate any equipment or vehicles that have been written on the form as unsafe to operate until the unsafe operation condition has been repaired or corrected by the Public Employer's mechanic.

Section 5.10

The Public Employer shall reimburse each employee on a Contract year basis for work clothing, footwear and gloves. The employee will submit receipts to the County for reimbursement not to exceed \$175.00 per year.

ARTICLE 6
PHYSICAL EXAMINATIONS

Section 6.1

The Public Employer shall have the right, at any time, to require any applicant for employment during the probationary period to submit to a physical and/or medical examination and/or a vision examination by a licensed medical practitioner. The Board of Supervisors shall have the right to approve or disapprove the employment of the applicant from the report of said required examination. The cost for said examination shall be paid by the Public Employer.

Section 6.2

The Public Employer shall have the right to require any employee who is thought to be ill or injured to submit to a physical and/or a medical examination by a licensed medical practitioner for the purpose of determining if the employee is physically fit to perform his/her normal duties. The cost of this examination shall be paid by the Public Employer. In case of any dispute to the accuracy or findings, the employee may submit to an examination by a doctor of the employee's choosing and at the employee's expense.

ARTICLE 7
SENIORITY

Section 7.1

Seniority rights of all employees shall prevail under this Agreement, unless specifically noted otherwise in this Agreement.

Section 7.2

Employees shall acquire regular status and seniority after completing a six (6) month probationary period. Seniority, once the probationary period is completed, will be retroactive to the date of hire and shall be considered that period of continuous employment by an employee commencing with the date of employment. If two or more employees are employed on the same date, then seniority shall be determined by alphabetical order, commencing with the last name first and then the first name.

Section 7.3

Temporary employees: those employees employed less than ninety (90) days; part-time employees: those employees regularly scheduled to work less than thirty (30) hours per week; and summer students: those employees working one hundred twenty (120) days or less, shall not acquire seniority rights.

Section 7.4

The seniority of an employee shall be forfeited if: the employee is laid off and not re-employed within six (6) months; the employee leaves the employment of the Public Employer of his/her own volition; the employee is terminated for cause; or if the employee, after having been laid off, fails to notify the Public Employer within five (5) days after delivery of notice by mail, whether or not he/she will return to work or if the employee, after notifying the Public Employer that he/she will return to work, fails to return to work within (10) calendar days from date of delivery of Public Employer's notice. The Public Employer's notice shall be considered delivered if sent by registered or certified mail to employee's last known address on Public Employer's records. An employee on layoff status who acquired work from another employer shall forfeit his/her seniority and be subject to discharge if he/she refuses, within ten (10) days after delivery of notice of work, Public Employer's offer of work. No employee may refuse temporary work if he/she is unemployed.

Section 7.5

When layoffs are necessary, those employees with the least seniority will be laid off first provided those employees retained are qualified to carry on the work or operation. When the employees are recalled to work, those employees having the greatest seniority shall be recalled first providing they are qualified to perform the required work or operation.

Section 7.6

The Union shall be furnished with a seniority list and job classifications showing all employees and their dates of employment for those covered by this Agreement within thirty (30) days after its execution and each six (6) months thereafter.

Section 7.7

Whenever possible the employee that normally performs the work in an assigned place and/or operates an assigned piece of equipment on a regular basis will be called in first for overtime opportunities before other employees are contacted.

Section 7.8

An employee who leaves the bargaining unit for a supervisory position with the Allamakee County Road Crew shall have his/her seniority rights frozen with no further accumulations while in that supervisory position. In the event such an employee later reenters the bargaining unit of the Allamakee County Road Crew that employee shall receive credit for his/her prior frozen seniority rights as long as that employee's employment has been continuous with Allamakee County. This seniority shall be for purposes of job bidding and overtime call-out purposes only.

ARTICLE 8
JOB DESCRIPTIONS AND ASSIGNMENTS

Section 8.1

The Public Employer will prepare and maintain, as needed, job descriptions for those job classifications covered by this Agreement.

Section 8.2

It is fully understood by the parties that every incidental duty in connection with County operations and as enumerated in job descriptions is not always specifically described, and employees, at the discretion of the Public Employer, may be required to perform duties not within their immediate job description.

Section 8.3

In the event that some employees are required to perform duties not specifically called for in their job descriptions, every effort will be made to assign such employees to related work. However, nothing in this Agreement shall restrict or limit the ability of County management to assign work during certain situations.

Section 8.4

Nothing in a job description is intended or shall be construed so as to grant or concede to any employee or group of employees the right to refuse to follow a lawful instruction or order.

ARTICLE 9
BULLETIN BOARDS

Section 9.1

The Public Employer shall provide eight (8) bulletin boards in mutually satisfactory places for official Union notices which shall apply to only County employees and for the purpose of posting of jobs.

Section 9.2

Employees desiring to place personal notices on the bulletin boards shall be required to seek and obtain approval from the County Engineer's office.

ARTICLE 10
JOB POSTING

Section 10.1

All openings of employment with the Public Employer that pertain to and are covered by this Agreement shall be posted on an official bulletin board. Once the Public Employer determines that a position covered by this Agreement is available, the position shall be posted for at least five (5) consecutive days at a conspicuous location prior to seeking a person not currently employed by the Public Employer.

Section 10.2

Employees wishing to bid on any posted vacant position must sign their names on the bottom of the Posted Job Opening sheet within the five (5) consecutive day posting limit. Probationary employees may not bid on any posted vacant position without the prior approval of the County Engineer.

Section 10.3

Employees, who have bid on the position, will be notified in writing of the Public Employer's selection within ninety (90) days after the posting time has expired.

Section 10.4

Promotions and transfers shall be made on the basis of an employee's qualifications and ability. When qualifications and ability are equal between the applicants, the employee with the longest seniority shall be given the opportunity to perform the job. If the employee selected is unable to perform the work within sixty (60) calendar days to the satisfaction of the Public Employer, the employee shall be returned to his/her former position. Any employee filling a vacant position created by the promotion or transfer of an employee may be returned to his/her prior position within 60 calendar days if the employee who filled the vacant position is unable to perform the work.

ARTICLE 11
USE OF EQUIPMENT

Section 11.1

The management, foremen and supervisors of the Public Employer, in accord with Article 3, Section 3.2, Paragraph A. shall retain the right to operate or assemble and disassemble any or all machines or equipment of the County at any time for the purpose of research, development safety testing, or during periods of emergency, such as snowstorms, road washouts and other natural disasters.

ARTICLE 12
DISCIPLINE AND TERMINATION

Section 12.1

The Public Employer shall not discharge, suspend or give disciplinary layoff to any employee without just cause. Further, it is recognized that for the benefit of employees and to protect the rights of the Public Employer, certain regulations must be observed by all employees. The Rules and Regulations which may be changed from time to time shall become effective fourteen (14) days after they are posted on the official bulletin board. Copies will be provided to employees upon request to the County Engineer. The Union may grieve the unreasonableness of any new rules or changes in any existing rules.

Section 12.2

The Public Employer shall maintain the right to apply corrective discipline which will include the use of written warnings, suspension and termination. Any violation of the Public Employer's Rules of Conduct may be sufficient cause for disciplinary action.

Section 12.3

The Public Employer shall give one (1) written warning notice of reprimand per offense to the employee with a copy of the complaint to the Union and a copy to be put into the employee's file. For a second offense, a suspension of from one (1) to not more than three (3) days without pay may be levied. For repeated violations, outright discharge may be levied. All warning notices shall remain a part of the employee's record for a period not longer than one (1) year.

Section 12.4

In addition to disciplinary action, changes in classifications under certain conditions and reductions in salary shall be considered as disciplinary actions and may be utilized to bring about efficiency in the performance of work which has not been considered within a reasonable and acceptable standard for the department as a whole and to bring about better observance of working rules and regulations, where the conduct of the employee is such that immediate disciplinary action is needed.

Section 12.5

No warning notice need be given to an employee before discharge providing the cause of discharge is for dishonesty, intoxication, sexual misconduct, drinking of alcoholic beverages on the job, destruction of County equipment or property, under the influence of an unlawful drug, unauthorized use of Public Employer's property or equipment.

Section 12.6

Discharge must be by written notice to the employee, with a copy to the Union. A discharged employee may request, within five (5) working days, a review of his/her discharge; should such investigation by the Public Employer prove that an injustice has been put on an employee, the employee will be reinstated without loss of benefits or wages. Appeal from disciplinary action shall be made through the Grievance Procedure.

ARTICLE 13
GRIEVANCE PROCEDURE

Section 13.1

Any grievance and disputes pertaining to the violation of this Agreement should be handled in the following manner and sequence. All grievance statements must be written and signed. In addition to being signed and dated, the employee's grievance shall state the facts upon which the alleged grievance occurred, when the grievance occurred, the provision(s) of the Agreement allegedly violated and the remedy requested. Grievances not filed within the prescribed time limits will be considered settled. Failure by the Public Employer to observe time limits for any step of the Grievance Procedure shall advance the grievance to the next step.

Section 13.2

Step I - Within five (5) working days of the alleged incident, an employee may initiate a written grievance with his/her immediate supervisor during regular working hours. The Union steward may be present if the employee desires. Within two (2) working days, the immediate supervisor will notify the employee of his/her decision in writing.

Section 13.3

Step 2 - If the grievance is not resolved in Step I, the employee or the Union shall present the grievance to the County Engineer within fifteen (15) working days following receipt of grievance.

Section 13.4

Step 3 - If the grievance is not resolved in Step 2, the employee or the Union may, within ten (10) working days following the answer or non-answer by the County Engineer, submit the grievance to the County Board of Supervisors. The County Board of Supervisors shall within fifteen (15) working days reply in writing to the employee and to the Union of its decision.

Section 13.5

If, within fifteen (15) working days, the Union is not satisfied with the County Board of Supervisors decision, the Union must notify the County in writing of its intention to submit the grievance to arbitration in order to proceed. The Union or the

Public Employer may request a list of five (5) arbitrators from either the State of Iowa (P.E.R.B.) or Federal Mediation and Conciliation Service. Within five (5) days after receipt of the list of arbitrators, the parties shall by telephone or in person determine through alternate striking of names who shall be the arbitrator. The party requesting arbitration shall strike the first name from the list. The arbitrator shall not have the power to change or modify, in part or in whole, the terms or intent of the Agreement. The decision of the arbitrator shall be binding and final, with all the expenses shared equally by both parties.

Section 13.6

In the event a dispute is submitted for arbitration, the arbitrator shall only have the power to rule on the exact written grievance that was submitted in Step I of the Grievance Procedure.

ARTICLE 14
PAY PERIOD

Section 14.1

The Public Employer agrees to issue paychecks to employees every two (2) weeks.

Section 14.2

The Union steward shall have the right to examine timesheets and other records pertaining to the computation of compensation of any employee in the bargaining unit.

ARTICLE 15
LEAVE OF ABSENCE

Section 15.1

Employees who have completed the six (6) month probationary period may be granted a leave of absence without pay or loss of seniority rights for any of the following reasons:

- A. Death or severe illness in the immediate family.
- B. Long term personal injury or illness requiring medical attention.
- C. Compulsory service in the Armed Forces of the United States.
- D. Some other reason deemed justifiable by the Public Employer provided that in each case written permission is obtained from the Public Employer before the taking of such leave.

Section 15.2

The maximum leave of absence, except in cases of long term illness or injury or required military service, shall be thirty (30) days. Leaves of absence may be extended for like periods providing the employee requests additional time in writing and receives written permission from the Public Employer and from the Union.

Section 15.3

The maximum leave of absence for a long term illness or injury shall not exceed one (1) year. Any employee who does not return or overstays a leave of absence or during that period of absence is employed by another will be considered to have terminated his/her employment with the Public Employer, and if rehired, shall be considered as a new employee and must meet and follow the requirements as a new employee.

Section 15.4 FAMILY AND MEDICAL LEAVE ACT (FMLA)

A) Employees who have worked at least twelve (12) months for the Public Employer, and who have worked at least 1250 hours during the past twelve (12) months, are entitled to take a total of twelve (12) workweeks of unpaid leave during a 12-month period.

B) Employees may use the unpaid leave for:

1. Birth of a child or placement of a child for adoption or foster care;
2. Serious health of the employee that makes him/her unable to perform the functions of the position.
3. Serious health condition of a spouse, son, daughter or parent.

C) Any employee who has any accumulated vacation, and if applicable, compensatory time, personal days or accumulated holidays, may, at the employee's option, use up any of the above-referenced compensated time while on leave.

D) The start of the use of the 12-week leave shall commence on the first day the employee goes on leave and shall be measured forward, not to exceed 12 weeks in the then next 12-month period.

E) The use of the medical leave may be no shorter than one (1) workday; i.e., eight (8) hours or ten (10) hours during the summer schedule.

F) Except for emergency or unforeseeable situations, employees must provide the Public Employer with thirty (30) days advance written notice of intent to use leave, including the purpose and the duration.

G) The Public Employer agrees to continue paying any portion of the health insurance program that is in effect for all employees at the time of the leave. If the employee fails to return to work from the leave, the employee shall reimburse the Public Employer for health insurance premium payments paid by the Public Employer on behalf of the employee on leave, unless the reason for failing to return to work was due to the continuation, recurrence or onset of a serious health condition that entitled the employee to leave in relation to a serious health condition of a spouse, son, daughter or parent of the employee or due to other circumstances beyond the control of the employee.

H) The Public Employer shall require a certification from the employee's physician stating the employee is completely fit and able to resume work before the employee will be allowed to return to work when the leave was because of a serious health condition that made the employee unable to perform the functions of his/her position.

ARTICLE 16 MILITARY LEAVE

Section 16.1

Full-time employees of the Public Employer may be granted a military leave for a period of up to thirty (30) workdays with pay, as prescribed by Section 29.A28 of the Code of Iowa, as amended.

Section 16.2

If an employee desires to receive the employment rights and thirty (30) workdays pay when he/she is discharged from the military service, the employee must request a leave of absence without pay for the personal time needed to settle affairs prior to his/her induction into the military service.

Section 16.3

In case of extended military leave, the employee should forward a statement to the County Engineer's Office after the employee has been inducted for at least thirty (30) days. The statement must show the date on which the certificate is prepared, the date of induction, the name, rank, title and address of the commanding officer signing the certificate.

Section 16.4

In case of military leave of less than thirty (30) days, the employee must present a statement to the County Engineer's Office at the termination of his/her military service. The statement must show the date it is prepared, date of induction, date of release from duty, name, rank, title and address of the commanding officer signing the certificate.

Section 16.5

Any vacation and compensatory time off earned by an employee should be taken before induction into military service. Vacation and compensatory time off earned and not used will be granted to the employee upon his/her return from military service.

Section 16.6

Any employee wishing to return to work for the Public Employer after completion of his/her military service will be granted all rights afforded him/her by the Universal Military Training Services Act.

ARTICLE 17

HOLDING AND CAMPAIGNING - PUBLIC OFFICE

Section 17.1

The Board of Supervisors may grant without loss of seniority and benefits an unpaid leave of absence for an employee who wishes to campaign or is voted into or appointed for a public office.

ARTICLE 18

JURY DUTY

Section 18.1

In the event an employee is subpoenaed or summoned for jury duty, he/she shall receive full pay equal to his/her normal workschedule less any compensation paid to him/her for his/her services as a juror for the hours required to perform such duty. Employees who perform jury duty for only a portion of a regular scheduled workday are expected to report to work when excused or released by the Court.

Section 18.2

If an employee is called for jury duty, he/she shall promptly notify his/her immediate supervisor so that arrangements may be made for his/her absence from work.

Section 18.3

Employees must present in writing proof of service as a juror and the amount of compensation received for performing jury duty.

ARTICLE 19

SICK LEAVE

Section 19.1

All employees covered by this Agreement are granted sick leave and shall accrue sick leave at the rate of eight (8) hours per month for each full month of employment, providing the employee actually works at least one-half (1/2) of the total number of

working days in the month. Time spent on leave of absence without pay, discipline leave, layoff or suspension shall not count toward accumulating sick leave. During the ten (10) hour day summer schedule, all employees shall accrue sick leave at the rate of eight (8) hours per month for each full month of employment, providing the employee actually works at least one-half (1/2) of the total number working days in the month.

Section 19.2

Paid sick leave may accumulate to a maximum of one hundred (100) days, (800 hours) and once earned may be carried over from year to year never to exceed one hundred (100) days (800 hours) at any one time.

Section 19.3

To be eligible for receipt of sick leave pay, an employee is required to notify his/her immediate supervisor of his/her absence and to indicate the nature of illness. If requested, an employee will be required to provide a doctor's written verification as to the nature and extent of the illness. Sick leave with pay may also be used for:

- A. Medical doctor or dental care time for employee, which cannot be deferred until after normal working hours, not to exceed a total of eight (8) hours in each calendar quarter or a total of ten (10) hours during the summer schedule.
- B. Providing emergency medical care help to a member of the employee's immediate family.

Section 19.4

Sick leave shall not be granted for more than two (2) continuous days without satisfactory proof of illness or disability. Sick leave shall start on the first day of any illness or accident.

Section 19.5

Approved sick leave shall be granted in hourly increments.

Section 19.6

Sick leave pay will be computed at the employee's straight time rate of pay effective at the time of absence.

Section 19.7

When an employee requests vacation for a definite period and the request is granted, any period of illness during the period of such leave shall be charged to vacation as originally requested. If the illness extends beyond the period originally granted, sick leave may be used subject to approval by the County to cover the additional absence. If the employee, while on paid vacation, is hospitalized for more than one (1) day, those days after the first one (1) spent in the hospital shall count toward sick leave.

Section 19.8

An employee upon retirement or resignation with two weeks prior notice may elect to use one-half of his/her accumulated sick leave pay either in a cash settlement payment or to pay his/her health insurance premiums for the existing County health insurance policy in effect at that time. This option is subject to the following conditions:

A. The value of said accumulated sick leave shall be calculated on the following basis: the employee's annual compensation excluding overtime and longevity shall be divided by 260 to arrive at a rate per day which sum shall then be multiplied times 50% or one-half of the number of outstanding days of unused accumulated sick leave that has been accrued to the employee's credit.

B. The amounts as calculated pursuant to Paragraph 16.9A hereof, if so elected, can be used by said employee for the payment of health insurance premiums covering the employee and/or said employee's spouse from the Allamakee County carrier beginning on the date of said employee's termination until that employee attains the age of 65 or for a five year period, whichever occurs first.

C. Length of service as of the employee's anniversary date of employment will determine the percentage of the 50% sick leave benefit described in Section 19.8 hereto to which an employee is entitled.

<u>Length of Service</u>	<u>Percentage (%) of Benefit</u>
Less than 16 years	0%
16 years	80%
17 years	85%
18 years	90%
19 years	95%
20 years	100%

ARTICLE 20
FUNERAL LEAVE

Section 20.1

A) Death of the employee's spouse, child or a stepchild living in the employee's household or a stepchild who has lived and resided as a member of the employee's household: employee may take up to five (5) days funeral leave with pay to attend to or make funeral arrangements.

B) Death in the employee's immediate family: employee may take up to three (3) days funeral leave with pay to attend to or make funeral arrangements except in unusual circumstances. If granted, the longer period of time must be in writing and approved by the Employer.

Section 20.2

Immediate family for the purposes of this Agreement shall mean the employee's parents, mother-in-law, father-in-law, stepchildren, stepparents, brothers, sisters and grandparents and grandchildren.

Section 20.3

Two (2) day funeral leave with pay will be granted to an employee to attend the funeral of a son-in-law, daughter-in-law, brother-in-law and sister-in-law.

Section 20.4

Employees required to act as pallbearers at a funeral shall be entitled to one (1) day paid time off.

ARTICLE 21
INJURY LEAVE

Section 21.1

A) An employee of the bargaining unit injured while engaged in work covered by the Public Employer's Workers' Compensation Insurance, which results in absence from work, will be compensated by the County for loss of wages from his/her accumulated sick leave up to three (3) days, providing the employee has sufficient accumulated sick leave. If such absence exceeds the fourteen (14) days that Workers' Compensation Law requires reimbursement of the initial three (3) days, then the employee will submit that monetary reimbursement to the County Auditor, and his/her three (3) days lost sick days will be reinstated to his/her total accumulated sick leave days.

B) An employee who is absent from work while receiving worker's compensation benefits for work-related injury shall not accrue sick leave benefits but shall continue to accrue vacation benefits during the period of time that he or she is absent from work.

ARTICLE 22
HOURS OF EMPLOYMENT

Section 22.1

The standard workweek for all employees covered by this Agreement shall start at 12:01 A.M. on Sunday and end at 12:00 P.M. on Saturday evening. The standard workweek for all employees shall consist of five (5) working days normally starting on Monday and ending on Friday of each week. Each working day for pay purposes for all employees will consist of eight (8) hours, starting at 7:30 A.M. and ending at 4:00 P.M. and one (1) fifteen (15) minute rest period in the morning and one (1) fifteen (15) minute rest period in the afternoon and a thirty (30) minute lunch break. Each week will consist of forty (40) hours. This Article is not to be interpreted as a guarantee of a forty (40) hour workweek.

SUMMER SCHEDULE

During the summer schedule which shall be from May 1 through October 1 each year the standard workweek for all employees covered by this Agreement shall start at 12:01 A.M. on Sunday and end at 12:00 P.M. on Saturday evening. The standard workweek for all employees shall consist of four (4) working days normally starting on Monday and ending on Thursday of each week. Each working day for pay purposes for all employees will consist of ten (10) hours, starting at 6:30 A.M. and ending at 5:00 P.M. and two (2) fifteen (15) minute rest periods at 9:00 A.M. and 2:30 P.M. and a thirty (30) minute lunch break from 12:00 noon to 12:30 P.M. Each week will consist of forty (40) hours. This Article is not to be interpreted as a guarantee of a forty (40) hour workweek.

Section 22.2

If work schedules require modification or change, the Union will receive, in writing, thirty (30) days prior notice of said change. Employees affected by change in work schedule will receive thirty (30) days written advance notice of said change.

Section 22.3

Employees' travel time to and from the job site or location shall be considered as part of the eight (8) hour workday or the ten (10) hour summer schedule workday, providing the employee reports to a County-owned maintenance shed or meeting location to pick up the equipment needed on the job site or location.

Section 22.4

Employees are not to use the Public Employer's equipment for personal use, such as travel to or from restaurants, home or other locations for coffee or lunch or to pick up any personal items.

Section 22.5

The Public Employer, with thirty (30) days prior notice to the employees, may elect for the summer months to schedule any or all of the employees on a four (4), ten (10) hour day equaling a forty (40) hour week.

ARTICLE 23
CALL-IN PAY

Section 23.1

In the event that the Public Employer notifies an employee of the necessity of reporting back for work at a time other than the normally scheduled work period, the employee shall receive two (2) hours of work or two (2) hours of pay at time and one-half provided he/she does not leave sooner of his/her own accord.

Section 23.2

If an employee works more than two (2) hours in a callback status, he/she shall be paid for the actual hours worked at time and one-half.

ARTICLE 24
VACATION

Section 24.1

Employees, except seasonal and part-time, shall be granted an annual paid vacation for the periods specified below. Length of service as of January 1 in any year will determine the length of vacation to which an employee is entitled.

<u>Length of Service</u>	<u>Paid Vacation</u>
1 through 3 months	2 days
4 through 6 months	3 days
7 through 9 months	4 days
10 through 12 months	5 days
1 year	1 week
2 through 9 years	2 weeks
10 through 17 years	3 weeks
18 through 22 years	4 weeks
23 or more years	5 weeks

Section 24.2

Time of layoffs, suspension or leave without pay shall not be counted in determining continuous service. Vacation granted in any given year shall be earned in the previous year.

Section 24.3

The Public Employer shall determine the number of employees that may be on vacation at any one time. All employees are requested to provide by March 1 of each year, the beginning and ending dates that they desire for their vacation period, but in any event must provide the public employer at least two (2) weeks prior notice. Vacation shall be bid annually according to seniority, but no employee may take more than two (2) weeks at one time without prior written approval from the County Engineer or his authorized representative. Vacation time shall be recorded by the public employer as hours of vacation verses days of vacation in order to track the difference between the eight (8) hour regular schedule and the ten (10) hour day summer schedules. Vacation shall be required to be taken in four (4) hour or five (5) hour day increments with the exception of using any remaining hours outstanding or balance of hours not used as a partial day of paid vacation. Employees may take one-half ($\frac{1}{2}$) day of vacation at a time but must give at least twenty-four (24) hours notice of their request to do so to the County Engineer or his authorized representative.

ARTICLE 25
INSURANCE

Section 25.1

The Public Employer agrees to provide active working employees with hospitalization insurance.

Section 25.2

The County agrees to establish a qualified cafeteria plan for employee's health insurance purposes. These terms shall survive the existing Contract for a one year period.

(A) PLAN COVERAGES - The cafeteria plan shall contain the following specific coverages or options available to the employee to be designated by that employee on an annual basis. These coverages are as follows:

1. Equivalent health insurance coverage comparable to the existing company and at the various deductible levels in effect on July 1, 2004.
2. Medical reimbursement provisions which shall include dental and vision coverages as well as day care.
3. Qualified retirement annuity plan.

(B) All County employees are required to participate in at least a single plan.

(C) LABOR /MANAGEMENT COMMITTEE - There shall be established a Labor/Management Committee consisting of ten (10) members - five (5) of which shall be representatives of the employees and five (5) of which shall be representatives of management departments. The Committee shall establish its own rules of procedure and shall provide recommendations to the County Board of Supervisors regarding plan coverages of the cafeteria plan as well as other administration requirements of said plan.

(D) County Funding -

1. The County shall fund each employee's cafeteria plan account on the following schedule and in the following amounts:

Contributions for Period 7/1/06 - 6/30/07

All Employees
\$5,604.00

Section 25.3

The Public Employer agrees to provide and pay for at no cost to the employees covered by this Agreement insurance to provide weekly benefits for accidental injuries incurred on official County business.

Section 25.4

Employees laid off, on leave of absence or on sick leave extending beyond thirty (30) days, shall be required to pay the entire cost of hospitalization insurance until the employee returns to active employee status.

ARTICLE 26 HOLIDAYS

Section 26.1

The following days shall be observed as paid holidays for all regular full-time employees:

New Year's Day	Veteran's Day
President's Day	Good Friday
Thanksgiving Day	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

Section 26.2

All regular full-time employees are eligible for holiday pay of eight (8) hours straight time providing the employee has worked the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee shall have been excused by his/her immediate supervisor. Holiday pay for the Memorial Day, Independence Day and Labor Day Holidays shall be at ten (10) hour straight time during the summer schedule.

Section 26.3

Should one of the paid holidays fall on a Saturday, it shall be observed on the adjacent Friday, and if it should fall on a Sunday, it will be observed on the adjacent Monday. During the summer schedule, a paid holiday falling on a Friday or Saturday will be observed on Thursday, and if it should fall on Sunday it will be observed on Monday, holidays during the summer schedule shall be paid on the basis of a ten (10) hour day.

Section 26.4

If a holiday is observed during an employee's vacation, the employee's vacation time may be extended for a period of one day, or a vacation day may be taken at a later date, provided approval in writing from the employee's immediate supervisor has been received prior to the employee's vacation.

Section 26.5

In case of bad weather or emergency weather or storm conditions it will be the duty of each employee, unless he/she is on sick leave, vacation or out of town, to keep his/her immediate supervisor or foreman informed of his/her location.

ARTICLE 27
DUES CHECKOFF

Section 27.1

The Public Employer agrees to check off from the employee's first paycheck of each month the union dues and initiation fees and turn over same to an authorized representative of the Union within ten (10) days after the checkoff has been made, providing that written request is on file with the Public Employer by each Union member authorizing such deduction and payment. The Union shall provide the Public Employer with a list of the Union members and the amounts to be checked off each month.

Section 27.2

The Union agrees to indemnify and save the Public Employer harmless against any and all claims, suits or other forms of liability arising out of deduction of money for Union dues and initiation fees from the employee's pay. The Union assumes full

responsibility for the disposition and accounting of the monies according to the Iowa Public Employment Relations Act once they have been turned over to the properly designated official of the Union.

Section 27.3

The Public Employer agrees to deduct once a month and remit to the Teamsters Union Local No. 238 Credit Union any credit union deductions authorized by employees.

ARTICLE 28
WAGE ADMINISTRATION

Section 28.1

All new probationary employees will be hired at ninety percent (90%) of the maximum rate of pay for the job classification they were hired for.

Section 28.2

Upon completion of the probationary period of six (6) months, employees will be increased to ninety-five percent (95%) of the top rate of pay for their job classification. Starting with the second year of employment, employees will receive the top rate of pay for their job classification.

Section 28.3

All wage changes shall become effective beginning with the first (1st) pay period following the granting of wage change.

Section 28.4

Seasonal employees, temporary and part-time employees are not covered by any provision in this Agreement.

Section 28.5

<u>Classifications</u>	<u>Wage</u>	<u>Wage</u>
	<u>7/1/06 - 12/31/06</u>	<u>1/1/07 - 6/30/07</u>
Maintenance Man I	\$14.86	\$15.16
Maintenance Man II	\$15.02	\$15.32
Maintenance Man III	\$15.19	\$15.49
Crew Leader/ Safety Leader	\$15.02	\$15.32
Head Mechanic	\$16.45	\$16.75
Assistant Mechanic*	\$15.80	\$16.10
Party Chief	\$16.88	\$17.18
Instrument Person	\$15.21	\$15.51
Computer Aided Drafting Technician (CAD)	\$16.67	\$16.97

Sign Person	\$15.02	\$15.32
Roadside Technician	\$14.86	\$15.16
General Laborer	\$13.86	\$14.16

*Assistant Mechanic shall be compensated at the Head Mechanic rate of pay when the Head Mechanic is not at work and when the Assistant Mechanic is acting in the capacity of Head Mechanic.

Section 28.6

All regular full-time employees covered by this Agreement shall be paid in addition to their base or normal hourly rate pay, longevity pay as follows:

<u>Years</u>	<u>Amount</u>
5 through 10	.17 cents per hour
11 through 15	.19 cents per hour
16 through 20	.23 cents per hour
21 and over	.25 cents per hour

The maximum longevity for an employee shall not exceed .25 cents per hour, and yearly amounts do not add together.

Section 28.7

Classification descriptions included in Appendix A in this Agreement are for the purpose of identifying general job duties and are not intended to be all-inclusive of duties relating to that job.

Section 28.8

When an employee is required to work hours in excess of the basic eight (8) hour day or forty (40) hour week, he/she will be given additional compensation based on the extra hours worked multiplied by one and one-half (1 1/2) times the regular hourly rate for any hours over the normal eight (8) hour workday.

During the summer schedule when an employee is required to work hours in excess of the basic ten (10) hour day or forty (40) hour week, he/she will be given additional compensation based on the extra hours worked multiplied by one and one-half (1 1/2) times the regular hourly rate for any hours over the normal ten (10) hour summer work day.

At the employee's option, an employee may be reimbursed for overtime with compensatory time off with the actual hours off being calculated at the same rate as the overtime would have been calculated in dollars. An employee may accumulate no more than fifty-five (55) hours of overtime compensable as eighty-two and one-half (82 1/2) hours of compensatory time. Comp time may be taken in one-half (1/2) day increments. Comp time may also be taken in one, two, three or four hour increments as long as the

increments are taken either at the beginning or at the end of each workday shift. An employee may carry over from year-to-year no more than 20 hours of overtime compensable as 30 hours of compensatory time. All remaining hours up to the accumulated limit of 82½ hours of compensatory time still on the books on June 30th of each year will be paid by payroll check to the employee. Scheduling of comp time off will be done in the same manner as vacation time.

Section 28.9

If employees are scheduled to work a four (4) day, forty (40) hour week as stated in Article 22, Section 5 of this Agreement, overtime shall be paid after ten (10) hours per day and forty (40) hours per week.

ARTICLE 29
COMPLETE AGREEMENT

Section 29.1

Both parties acknowledge that during the negotiations which resulted in this Agreement, each party had the right and opportunity to make or change proposals and Articles with respect to subjects or matters not removed by law from the area of collective bargaining. The understandings and agreements arrived at by both parties after the exercise of such right and opportunity are set forth in this Agreement.

Section 29.2

The County of Allamakee and Chauffeurs, Teamsters and Helpers Local Union No. 238 agree that for the duration of this Agreement that the other shall not be obliged to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or any matter or subject matter which may or may not have been acknowledged or contemplated by either or both parties at the time this Agreement was negotiated.

ARTICLE 30
DURATION OF AGREEMENT

Section 30.1

This Agreement shall be effective July 1, 2006, and shall remain in full force and effect until its expiration date, June 30, 2007.

Section 30.2

Should either party desire to modify, amend or terminate this Agreement, written notice must be served on the other party not less than one hundred twenty (120) days before the expiration date of the Agreement. This Agreement will remain in effect from

year to year after the expiration date, if written notice is not otherwise received.

Section 30.3

In the event any clause or provision of this Agreement is declared invalid by reason of any existing or subsequently enacted legislation, or by decree of a court of competent jurisdiction, the remaining portions and provisions shall not be declared invalid, and they shall remain in full force and effect.

Section 30.4

In Witness Whereof, this Agreement has been agreed to and executed by both parties on this ~~24th~~ day of April, 2006.

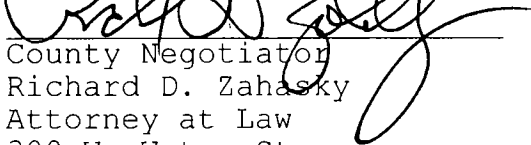
CHAUFFEURS, TEAMSTERS AND HELPERS
LOCAL UNION NO. 238, affiliated
with the INTERNATIONAL BROTHERHOOD
OF TEAMSTERS

By: 
Secretary-Treasurer

By: 
Business Representative

ALLAMAKEE COUNTY, IOWA

By: 
Chairman, Board of
Supervisors

By: 
County Negotiator
Richard D. Zahasky
Attorney at Law
309 W. Water St.
Decorah, IA 52101

This Contract was prepared by
Richard D. Zahasky, County
Negotiator/Decorah, Iowa

APPENDIX A
GENERAL LABORER

GENERAL DEFINITION

Under supervision, performs unskilled and repetitive manual labor activities including the operation of light equipment, principally trucks.

JOB CHARACTERISTICS

Provides hand labor to flag traffic, mow weeds, place or repair signs, maintain material piles, pick up trash, cut brush, load or unload supplies and other manual jobs; may operate various automotive, construction and maintenance equipment after instruction; may assist in placing of culverts, placing of tile lines, plowing snow or spreading of sand or chemicals; may assist in servicing equipment; under direction, may operate heavier and more complex equipment for training purposes; may place materials for patching or seal coating; may assist in hauling and placing of resurfacing aggregate; performs related work as directed.

EDUCATION AND SKILL REQUIREMENTS

Completion of the eighth grade and some mechanical knowledge of automotive equipment or an equivalent combination of training or experience; some knowledge of equipment to be operated; ability to perform manual labor under inclement weather for extended periods of time; ability to understand and follow written and oral instructions; ability to establish and maintain an effective working relationship with fellow employees and the public; possession of a valid state commercial driver's license.

MAINTENANCE MAN I
COMBINATION ROAD, SIGN, BRIDGE
MAINTENANCE WORKER AND TRUCK DRIVER

GENERAL DEFINITION

Under immediate supervision, performs moderate to heavy manual labor in maintaining County road system, acts in the capacity of a flagman during routine maintenance work under road traffic; operates trucks, light specialized equipment; performs rough carpentry work and other duties in erecting, taking down and repairing highway signs; performs routine manual labor in construction, repairing and maintaining bridges, drives motor truck equipment with either flatbed or dump body transporting materials for the above listed related functions plus fill material, sand, gravel, crushed rock, bituminous material, drives truck equipment with blade, scraper or wing or any combination thereof for the removal of snow and/or sand spreader; performs routine maintenance of service work on trucks and acts as a helper to the mechanic doing major repairs and performs related duties as required.

JOB CHARACTERISTICS

Uses all road, sign and bridge related tools such as brooms, scrapers, rakes, shovels, handsaws, hammers, bars, wrenches, concrete or asphalt finishing tools, forks, chain saws, power saws, pneumatic or mechanical tools, etc. Acts as a flagman, dumpman, rock weigher or checker, erects or dismantles barricades or other road sign work. Cuts weeds and brush from roadways or ditches using riding tractor and mowers or hand tools, operates air compressor and jackhammer to break up pavement and rock, during winter can be used as snow plower operator or truck driver. Duties may vary with seasonable, climatic or program conditions. Work is normally performed under the direction of the maintenance foreman, but some assignments may be carried out without immediate or continuing supervision. Other duties as directed by the County Engineer.

EDUCATION AND SKILL REQUIREMENTS

Required knowledge, skills and abilities: Ability to understand and carry out oral and written instructions, average degree of eye-hand-foot coordination, ability to perform routine heavy manual labor for extended periods under adverse weather conditions and unpleasant physical environment (physical strength and stamina sufficient to operate heavy trucks and equipment) and perform manual labor. Possession of a valid state commercial driver's license.

Minimum education, training and experience. Experience in construction work sufficient to provide familiarity with operation and uses of equipment.

MAINTENANCE MAN II
OPERATORS OF MEDIUM-SIZED EQUIPMENT, MOTOR
GRADERS, BULLDOZERS AND LOADERS

GENERAL DEFINITIONS

Under immediate supervision, operates rubber-tired and crawler-type earth moving machinery, endloaders and/or backhoes, motor graders and other related equipment used in road maintenance and construction activities, performs routine maintenance and service work on all of the above and acts as a helper to the mechanic doing major repairs and performs related duties as required.

JOB CHARACTERISTICS

Operates all of the above leveling or distributing earth, rock, moving trees or brush, plus loading or unloading fill material, rock, sand, gravel, salt, bituminous materials, etc.; mows weeds on a regular basis by driving a self-propelled mower or tractor with mower. Plows snow with the above listed pieces of equipment; performs duties as described under Maintenance Man I when conditions or season demand same. Duties may vary with seasonable, climatic or program conditions. Work is normally performed under the direction of the maintenance foreman, but some assignments may be carried out without immediate or continuing supervision. Other duties as directed by the County Engineer.

EDUCATION AND SKILL REQUIREMENTS

Required knowledge, skills and abilities: Ability to understand and carry out oral and written instructions; average degree of eye-hand-foot coordination, ability to perform routine heavy manual labor for extended periods under adverse weather conditions and unpleasant physical environment (physical strength and stamina sufficient to operate heavy trucks and equipment) and perform manual labor. Possession of a valid state commercial driver's license.

Minimum education, training and experience. Experience in construction work sufficient to provide familiarity with operation and uses of equipment.

MAINTENANCE MAN III
HEAVY EQUIPMENT, DRAGLINE,
TELESCOPIC SHOVEL, CRANE, SNOWBLOWER OPERATOR

GENERAL DIRECTION

Under immediate supervision, operates specialized and complicated heavy construction equipment, may train employees in the operation of various pieces of equipment and perform related duties as required.

JOB CHARACTERISTICS

Operates the above capably in road and bridge related maintenance work excavating, pile driving, material handling, ditching and loading or unloading all the various materials used in road and bridge work. Operates snowblower as required in season. May mow weeds on a regular basis by driving a self-propelled mower or tractor/mower. Plows snow with the above listed pieces of equipment, performs duties as described under Maintenance Man II when conditions or seasons demand same. Duties may vary with seasonable, climatic or program conditions. Work is normally performed under the direction of the maintenance foreman, but some assignments may be carried out without immediate or continuing supervision. Other duties as directed by the County Engineer.

EDUCATION AND SKILL REQUIREMENTS

Required knowledge, skills and abilities. Ability to understand and carry out oral and written instructions, average degree of eye-hand-foot coordination, ability to perform routine heavy manual labor for extended periods under adverse weather conditions and unpleasant physical environment, physical strength and stamina sufficient to operate heavy trucks and equipment and perform manual labor. Possession of a valid state commercial driver's license.

Minimum education, training and experience. Experience in construction work sufficient to provide familiarity with operation and uses of equipment.

PARTY CHIEF

DEFINITION

Under general supervision, has charge of and leads the efforts of a field survey party performing skilled and complex engineering operations; performs related work as required.

DUTIES

Oversees a field survey party engaged in establishing property lines, level work, bench marks, grades, curves, alignments and other road work necessitated in county road construction and maintenance; prepares plans, profiles, cross sections, maps and other drawings from statistical sources and photographs; prepares field notes and sketches to aid draftsmen in preparation of plans; provides for the inspection of cement or asphaltic construction or repair operations; corrects existing plans and drawings to reflect current conditions.

Performs duties as described under Instrument Person when conditions or seasons demand same. Duties may vary with seasonable, climatic or program conditions. Work is normally performed under the direction of the Assistant to the County Engineer, but some assignments may be carried out without immediate or continuing supervision. Other duties as directed by the County Engineer.

ENTRY REQUIREMENTS

Required knowledge, abilities and skills: Considerable knowledge of mathematics as applied to engineering survey work. Ability to plan, organize, assign, lead and inspect the work of subordinates. Ability to perform complex drafting work and simple design functions. Able to understand and carry out technical oral and written instructions; be able to work with and for the public; it would be beneficial to have completed or be working toward an engineering technician rating.

Minimum Education, Training and Experience. Graduation from high school supplemented by at least five (5) years of progressively responsible sub-professional field and office engineering experience, including experience as an instrument person on a field survey party and responsible drafting experience; (OR) an equivalent combination of training and experience. Possession of a valid State commercial driver's license. Completion of an instrument person technical school plus courses in inspection and testing of concrete and bituminous paving.

INSTRUMENT PERSON

DEFINITIONS

Under general supervision, performs sub-technician office and field work involving surveying, construction or repair inspection, drafting and related work as required.

DUTIES

Operates transits and levels in the conduct of a variety of construction, route, property and other engineering surveys; determines lines, angles, distances, elevations and maintains field notes of readings and observations; cleans and adjusts survey instruments; uses drafting equipment and other aids in the office to perform the computing and calculations necessary to check and reduce the field survey notes; inspects engineering construction and repair projects to insure compliance with specifications, including sampling and testing of materials used.

Performs duties as described under Engineering Technician IV when conditions or seasons demand same. Duties may vary with seasonable, climatic or program conditions. Work is normally performed under the direction of the Assistant to the County Engineer, but some assignments may be carried out without immediate or continuing supervision. Other duties as directed by the County Engineer.

ENTRY REQUIREMENTS

Required knowledge, abilities and skills. Knowledge of terminology, practices, methods and techniques of engineering drafting; some knowledge of field surveying; ability to pass examinations on construction inspection; ability to understand and follow written and oral instructions; good physical condition to permit working out-of-doors under adverse weather conditions.

Minimum Education, Training and Experience. Graduation from high school or G.E.D. equivalent, including courses in mechanical drawing and advanced mathematics, supplemented by special classes in surveying.

Required Special Qualification. Possession of a valid state commercial driver's license.

CREW LEADER/SAFETY LEADER

POSITION SUMMARY

Under general direction of the County Engineer, assists in planning, organizing, coordinating and delivery of daily operations involved in the maintenance and/or repair of road right-of-ways, utilizing prison labor from the Department of Corrections, Luster Heights Men's Reformatory and safety issues of the Secondary Road Department.

ESSENTIAL DUTIES

1. Consult with the County Engineer and determine the necessary personnel, materials and equipment needed to complete maintenance and/or repair of the road right-of-ways.
2. Directs activities of assigned crew engaged in maintenance and/or repair of road right-of-ways.
3. Monitors work performed by assigned crew for compliance with established specifications.
4. Operates heavy equipment associated with maintenance and/or repair of road right-of-ways.
5. Performs preventive maintenance on equipment as necessary.
6. Inspects right-of-ways to determine work needed.
7. Operates motor vehicles/equipment to move materials and/or crew to respective job sites.
8. Coordinates activities of work crew engaged in maintenance and/or repair of road right-of-ways to ensure safety of all crew members and the traveling public.
9. Complies with all established safety procedures and promotes and sponsors safety education for all crew members and the Secondary Road Department.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Knowledge of the methods, techniques and practices of maintenance and/or repair of road right-of-ways.
2. Ability to follow oral, written and diagrammatic instructions.
3. Ability to operate a variety of machines and equipment involved in maintenance and/or repair of road right-of-ways including but not limited to chain saws, shovels, trucks, loaders, mowers and tractors.

4. Ability to effectively prioritize, delegate, train, supervise and evaluate work of assigned crew.
5. Ability to establish effective working relationships with assigned crew, co-workers and supervisors.
6. Ability to read, interpret and apply technical information including safety guidelines, operating and maintenance instructions and procedure manuals.
7. Ability to safely perform outdoor manual labor under adverse weather conditions.

ENTRY REQUIREMENTS

Graduation from high school or G.E.D. equivalent. Knowledge, skills and abilities required as listed above and must possess a valid C.D.L.

Individual will be required to maintain certifications for supervising individuals and any required safety courses and education. The basis of continued education for safety and supervising will be at the discretion of the County Engineer.

COMPUTER AIDED DRAFTING TECHNICIAN

DEFINITIONS

Under general supervision, performs technical engineering design or CAD work of broad scope and diversity, limited structural design or CAD work in the calculation and preparation of technical plans, detailed drawings, visual aides or maps for highways, bridges, right-of-way, roads, park facilities, utility lines and territories, and drainage, water and flood control systems and related civil or transportation engineering projects; performs related work as required.

DUTIES

Prepares design plans to provide complete documentation and illustration of construction, maintenance and repair projects using computer-aided drafting. Computes dimensions, stresses, resistances, curves, areas, volumes, capacities, profile grades, elevations, quantities, distances, and hydraulic data, including rates of discharge, to establish exact information upon which to determine locations, quantities, types and sizes of construction materials and land to be used in projects.

Draws property or right-of-way boundaries and utility lines along existing and proposed highway centerlines, survey or section lines or maps, plats, plans and aerial photographs. Checks the calculations, detailed drawings, aerial photographs/survey data and finished plans or maps prepared by co-workers, consultants and others, and utility line drawings to ensure completeness, accuracy and adherence to standard specifications or special contract provisions.

Communications verbally with the public or co-workers and/or personnel in various federal, state and local agencies or commissions to interpret plans or guidelines, secure services, make recommendations, obtain documents or solve problems; obtains facts and clarification of design concept or survey data through phone conversations with field personnel or infrequent travel to project sites.

Prepares illustrations either freehand or with computer to depict highway improvement projects.

Performs duties as described under Party Chief when conditions or seasons demand same. Duties may vary with seasonable, climatic or program conditions. Work is normally performed under the direction of Assistant to the County Engineer, but some assignments may be carried out without immediate or continuing supervision. Other duties as directed by the County Engineer.

ENTRY REQUIREMENTS

Required knowledge, abilities and skills. Knowledge of terminology, practices, methods and techniques of engineering drafting with computer; some knowledge of field surveying; ability to pass examinations on construction inspection; ability to understand and follow written and oral instructions; good physical condition to permit working out-of-doors under adverse weather conditions.

Minimum Education, Training and Experience. Graduation from high school or G.E.D. equivalent, including courses in mechanical drawing and advanced mathematics, supplemented special classes in surveying or courses from an accredited college or vocational institution.

Required Special Qualifications. Possession of a valid chauffeur's license.

ROADSIDE VEGETATION TECHNICIAN

Position Summary:

Under general direction of the County Engineer/Foreman, shall implement an Integrated Roadside Management Program for Allamakee County.

Responsibilities:

Responsibilities including but not limited to brush and noxious weed control, prairie restoration, equipment operation, maintaining records, writing grants, County Safety Coordinator, and possible appointment as Weed Commissioner.

Qualifications:

Graduation from high school or G.E.D. equivalent. (Must possess a valid commercial driver's license and a Commercial Pesticide Applicator's Certification with Right-of-Way Pest Control Category 6 or must be able to obtain both within 60 days.) Ability to effectively prioritize, delegate, train, supervise and evaluate work of assigned crew. Ability to establish effective working relationships with assigned crew, secondary road workers, co-workers, prison labor and supervisors. Knowledge of safe pesticide uses for various plants, grasses and trees. Ability to operate a variety of machines and equipment, including but not limited to chemical sprayers, mowers, trucks, chainsaws, tractors, hydroseeders and drill seeders. Ability to identify both native and introduced plants, including weeds. Ability to effectively apply knowledge and common sense to achieve work objectives and ability to routinely stand, walk, sit, operate hand power tools, kneel, stoop, balance and climb; ability to work outdoors in extreme weather conditions and be exposed to dust, fumes and loud noises; ability to routinely lift 75 lbs. Applicants must also understand establishment and management of prairie grasses and forbs. The ability to communicate both orally and in writing with the public and have some basic computer knowledge. Possession of a valid State commercial driver's license.

SIGN PERSON

GENERAL DEFINITION

Under general supervision, performs the maintenance, installation and recording of secondary road signs in Allamakee County. Generally performs physical labor for sign replacements during summer operations and more skilled vehicle operation for snow removal during winter operations.

DUTIES

Operates a sign truck on a regular basis maintaining signs using a boom-type auger.

Must be familiar with utility locating methods and warning signs along right-of-way.

Maintains a stock inventory of signs at the shop in a neat, orderly manner.

Maintains departmental records of maintenance performed on signs and equipment.

Services assigned equipment by changing oil, filters, cables, wiring, tires and related parts; changes blades as required; assists mechanic in making necessary repairs.

May occasionally operate heavy construction equipment used in such tasks as cleaning culverts; placing tile lines; loading and unloading sand, rock, earth and other materials; repairing bridges, putting up guardrail; snow fence; asphalt seal coating, patching potholes and concrete work.

Cuts brush from ditches and right-of-way using axes, chainsaws and related hand and power tools; removes trash, dead animals and storm debris; repairs and maintains buildings and equipment within the shop complex; sets up and removes snow fence; cleans ditches using hand or power tools; fabricates special equipment parts; mows right-of-way using flail, belly or rotary mowers. Other duties as directed by the County Engineer.

Follows established safety rules and practices in the operation and maintenance of assigned equipment. Puts up warning signs to alert motorists of presence in work area; uses hand and visual signals to guide traffic.

Maintains driver insurability standards of the County's insurance carrier.

For emergency purposes, this position requires that the sign person reside within Allamakee County, and under normal circumstances, report to work at the Waukon Shop within one-half hour of being called.

ENTRY REQUIREMENTS

Required knowledge, abilities and skills. Requires the ability to understand and follow oral or written instructions and to interact with the public and fellow employees in providing and/or receiving basic operational information either directly or via two-way radio.

Work involves regular standing, walking and occasional crouching, crawling, stooping and kneeling. Ability to lift, push, pull or handle heavy objects up to 100 lbs. Extensive use of hands, fingers, legs and arms in grasping objects, driving equipment and using hand and power tools involved in maintenance functions. Climbs into cabs of various equipment (trucks, maintainers, backhoes, draglines, etc.). Uses hoists, jacks and related mechanical equipment to lift and align heavy parts and equipment in repair and operational tasks.

Requires knowledge of the mechanical and operational characteristics of heavy equipment and the occupational hazards and appropriated safety precautions used in sign maintenance and equipment operations. Requires reasoning development sufficient to carry out operational tasks independently and to deal with problems which involve several variables in standardized situations. Uses basic mathematics (addition, subtraction, multiplication and division) in completing time and operational reports. Ability to read with sufficient comprehension to compare similarities and differences between words and numbers, and write numbers, letters and simple sentences. Requires the ability to coordinate eyes, hands, fingers, arms and legs and to make a movement response accurately and swiftly; to respond to visual stimuli in turning and maneuvering operations; excellent depth, spatial and field of vision to see objects 20 feet or more. Capacity to start, stop, control and adjust the actions of machines which must be steered or guided to achieve desired results and keep alert and maintain concentration for prolonged periods.

Combination of inside and outside work, subject to temperature extremes at various times of year. Work is performed in an environment with numerous undesirable conditions including noise, dust, fumes, exposure to moving parts. Potential for serious injury to employees or the public such as loss of limb or life exists due to the nature of work such as blind corners, gravel road surfaces, slow moving farm equipment, speeding traffic, blinding snow storms and related damages to roads. Willingness to work alone or apart in physical isolation from others for prolonged periods.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE. Graduation from high school or GED equivalent or ability to read or write at high school level, and one year prior experience operating

construction, farm or industrial equipment which would provide a suitable background for the sign person in the Secondary Road Department. Possession of a valid state commercial driver's license. Verification by Maintenance Superintendent that the employee or applicant has the necessary skill and aptitude to operate equipment.

HEAD MECHANIC/ASSISTANT MECHANIC

GENERAL DEFINITION

Under general supervision, performs skilled repair work on a variety of light to heavy mechanical and specialized equipment and vehicles. Generally performs physical labor to accomplish required mechanical maintenance.

DUTIES

Mechanical repair on all County-owned light, medium and heavy equipment which will include engines, transmissions, differentials, drive units, suspensions, chassis, cooling, fuel, electrical, hydraulic, brake, air and all other mechanical systems.

Operates gas and arc welding equipment. Responds in a timely manner to request for repair both in the shop and in the field.

Maintains necessary records for all repairs and equipment. Maintains a clean safe work area. Maintains a necessary stock inventory of parts. Operates all kind of equipment to test the performance thereof. Maintains driver insurability standards of the County's insurance carrier.

For emergency purposes this position requires that the Mechanic/Assistant Mechanic reside within Allamakee County, and under normal circumstances, report to work at the Waukon shop within one-half hour of being called.

ENTRY REQUIREMENTS

Required knowledge, abilities and skills. Requires the ability to understand and follow oral or written instructions and to interact with the public and fellow employees in providing and/or receiving basic operational information either directly or via two-way radio.

Work involves regular standing, walking and occasional crouching, crawling, stooping and kneeling. Ability to lift, push, pull or handle heavy objects up to 100 lbs. Extensive use of hands, fingers, legs and arms in grasping objects, driving equipment and using hand and power tools involved in maintenance functions. Climbs into cabs of various equipment (trucks, maintainers, backhoes, draglines, etc.). Uses hoists, jacks and related mechanical equipment to lift and align heavy parts and equipment in repair and operational tasks.

Requires knowledge of the mechanical and operational characteristics of heavy equipment and the occupational hazards and appropriated safety precautions used in equipment maintenance and equipment operation. Requires reasoning development sufficient to carry out operational tasks independently and to deal with problems which involve several variables in

standardized situations. Uses basic mathematics (addition, subtraction, multiplication and division) in completing time and operational reports. Ability to read with sufficient comprehension to compare similarities and differences between words and numbers, and write numbers, letters and simple sentences. Requires the ability to coordinate eyes, hands, fingers, arms and legs and to make a movement response accurately and swiftly; to respond to visual stimuli in turning and maneuvering operations; excellent depth, spatial and field of vision to see objects 20 feet or more. Capacity to start, stop, control and adjust the actions of machines which must be steered or guided to achieve desired results and keep alert and maintain concentration for prolonged periods.

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MINIMUM EDUCATION, TRAINING AND EXPERIENCE. Graduation from high school or GED equivalent or ability to read or write at high school level, and one year prior experience operating construction, farm or industrial equipment which would provide a suitable background for the head mechanic/assistant mechanic in the Secondary Road Department. Possession of a valid state commercial driver's license. Verification by Maintenance Superintendent that the employee or applicant has the necessary skill and aptitude to operate equipment.